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WAR FOOD ADMINISTRATION
Food Distribution Administration
Washington 25, D. C.

November 1, 1943

PROCUREMENT MEMORANDUM NO. 6

To: All Branch Chiefs, Food Distribution Administration
From: Ralph W. Olmstead, Deputy Director
Subject: Coordination of Allocations and Procurement

Now that we have regularized our allocations procedure so that requirements of claimant agencies are reviewed and adjusted regularly on a quarterly basis, corresponding adjustments should be made in our procurement planning operations so that allocations, commitments and procurement are properly geared. Before any final allocation is made, it is important that we know whether we can procure the commodity. This means that preliminary procurement plans should be made as soon as a schedule of requirements is developed, and final procurement plans before the final allocation is agreed to. In addition, amendment of allocations should be carefully reviewed in relation to procurement commitments that may have been made, and to our stock position.

Accordingly, in order to correlate our procurement planning operations more closely with allocations, there is hereby established a system of meetings with respect to review and coordination of procurement and allocations. These meetings will be held on the following occasion, and in the specified time sequence in the allocations procedure, respectively:

1. Quarterly, as commodity allocations are reviewed; and
2. Prior to the presentation of the proposed allocation, or revision thereof, to the Food Requirements and Allocations Committee.

I am asking Mr. Lawrence T. Hopkinson, Chief, Requirements and allocations Control, to furnish Mr. Otie M. Reed with a schedule of future meetings of the Food Requirements and Allocations Committee, and Mr. Reed will be responsible for preparing the agenda and setting the specific time of the meetings provided for herein.

Each branch will be expected to bring to the meeting a purchase plan prepared pursuant to Director's Memorandum No. 15, Supplement 5, or

such modifications in the purchase plan as may be necessitated by the allocations being reviewed. The statement prepared by the branch should emphasize the procurement scheduling necessary to meet the proposed allocation, changes in procurement commitments necessitated if the proposed allocation becomes final without revision, and an appraisal of the supply and stock position.

Ralph Olmstead

Deputy Director
Food Distribution Administration